

VACANCY ANNOUNCEMENT NUMBER: 03-002

POSITION (Title, Series, Grade): Attorney-Advisor (General), GS-905-14/15

SALARY: GS-14: \$80,690 - \$104,900 Per Annum
GS-15: \$94,914 - \$123,388 Per Annum

PROMOTION POTENTIAL: GS-15 (If filled at GS-14)

NUMBER OF POSITIONS TO BE FILLED: 1

OPENING DATE: March 24, 2003 **CLOSING DATE:** April 14, 2003

TRAVEL REQUIRED: OCCASIONAL

AREA OF CONSIDERATION: ALL SOURCES

APPOINTMENT: PERMANENT

WORK SCHEDULE: FULL TIME

DUTY LOCATION: Washington, DC

FOR MORE INFORMATION CONTACT: Ms. Roberts, (202) 208-8000, Ext. 1100

SPECIAL CONDITIONS AFFECTING THIS ANNOUNCEMENT:

Relocation expenses will not be paid
Appointment will be in the Excepted Service

BARGAINING UNIT STATUS: No

MAJOR DUTIES:

The position you are applying for is in the U.S. Office of Government Ethics (OGE), Office of General Counsel and Legal Policy. If you are selected for this position, you will be responsible for reviewing financial disclosure forms filed by nominees for top level executive branch positions; providing guidance, both oral and written, on complex legal matters to executive branch agencies regarding ethics and conflicts of interest, particularly in the area of financial conflicts; drafting regulations and other materials relating to ethics and conflicts of interest; and providing training to ethics officials in other executive branch agencies.

MINIMUM QUALIFICATION REQUIREMENTS:

J.D. degree and membership in a Bar of a State or Territory of the United States; the District of

Columbia; or the Commonwealth of Puerto Rico.

Knowledge of statutes, regulations, and Executive Orders relating to conflicts of interest for Executive Branch personnel, and financial disclosure under the Ethics in Government Act.

PAY, BENEFITS, AND WORK SCHEDULE:

All Federal employees are required by PL 104-134 to have Federal payments made by Direct Deposit.

This position will be filled on a permanent basis.

Position may require completion of a one year trial period.

CONDITIONS OF EMPLOYMENT

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non citizens only in very limited circumstances where there are no qualified citizens available for the position.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

This is not a drug-testing designated position.

Government facilities are required to provide a smoke free environment for their employees.

Smoking will be permitted only in designated areas.

OTHER INFORMATION:

Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants' who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your SSN on your application materials, will result in your application nor being processed.

If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Applicants must meet all qualification requirements by the closing date of the announcement.

The Agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

HOW TO APPLY:

Failure to submit all required documents and other information requested by the closing date of this announcement may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications. Materials submitted as part of your application will not be returned.

Please do not submit your application package in a notebook or binder with extraneous information. Applications should provide sufficient information to properly evaluate your application.

You may apply by submitting a Resume, "Optional Application for Federal Employment" (OF-612) or any other application you choose, including an SF-171, Application for Federal Employment. Job finalists will be asked to complete an Optional Form 306, Declaration for Federal Employment, to determine their suitability for Federal employment and to authorize a background investigation. If you decide to submit any other format other than the OF-612 or SF-171, the following information must be included (in addition to specific information requested elsewhere in this vacancy announcement): Announcement number, title and grade(s) of the position for which you are applying; full name, mailing address (with ZIP Code), day and evening phone numbers (with area code); country of citizenship; veteran's preference, and social security number. Applications should include all experience, education, training, self-development, awards, commendations, outside activities, or other information relevant to the announced vacancy.

Status candidates and reinstatement eligibles must include 1) a copy of your most recent Notification of Personnel Action (SF-50) showing proof of competitive status; and 2) a copy of your current Performance Appraisal (must be within 15 months from closing date of the announcement). Should you be unable to provide your most recent performance appraisal, you must provide written documentation explaining why an appraisal cannot be provided.

If you are filing under the VEOA (Veterans Employment Opportunity Act), the VRA (Veterans Readjustment Appointment), or the 30% or more Disabled Veterans Authority, you must submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty; if applicable, official documentation from the VA or branch of Armed Services that is dated within the past 12 months documenting your compensable disability; and, if applicable, an SF-15 (Application for 10 pt. Veteran Preference) and any other documentation required in that form. If you are still on active duty, obtain a statement of service from your unit which states the date you entered active duty, the date you are separating, and the campaign medals you have received.

SEND APPLICATION TO:

U.S. Office of Government Ethics, ATTN: Human Resources, 1201 New York Avenue, NW, Suite 500, Washington, DC 20005-3917.

Please indicate the announcement number on the application materials as well as the envelope. Applications sent at Government's expense will not receive consideration.

If you are mailing your application, it must be postmarked by the closing date of the announcement and received within five (5) working days.

If you are hand delivering your application, it must be received by close of business of the closing date of the announcement.

If you are faxing your application, it must be faxed by the closing date of the announcement. Fax applications to (202) 208-8036.

The U.S. Office of Government Ethics is an Equal Opportunity Employer. All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, handicap, or any other non-merit factor.